



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date October 10, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 21		Date Received NOV 16 1972	Application No. 313 Date Completed NOV 21 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets Division - Warehouse Section 19 Hunter St.S.W. Atlanta, Georgia 30030		4. Person to Contact Jack Hardin	
		5. Working Title Section Chief	6. Tel. No. 656-3676

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

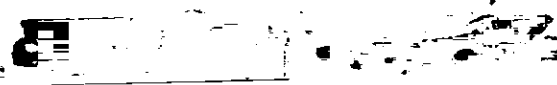
8. Earliest & Latest
Dates of Series
1954 to Date

9. Exact Series Title
Inspector's Report of Cotton Warehouses Inventories Files

10. What is the function of the office in which this record series is created?

The Section administers the Warehouse Act (Ga. Code Ann. 111-5) providing for the licensing of warehouses for the storage of agriculture products. It receives application for the licensing of warehouses, issues the original license if application is qualified, similarly issues annual renewals of license; conducts quantitative inspections of warehouse against reported storage; recommends to the Commissioner of Agriculture the revocation of license for cause. Receives application for and issues public weighers license.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Document relating to the Inspectors Reports of 

Included are:

Warehouse Examiner's Cotton Inventory Form - GDA-C-23

Warehouse Examiner's Reconciliation of Cotton Inventory Report - Form 10

AG 32 052 092

Warehouse Deficiency Report - Form 14

The Files are arranged alphabetically by City and thereunder by Warehouse.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1	2		
Legal-size File Drawers	10	20	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				2	1		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X] **ANNUAL REPORT**
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Experience has shown that a history of a cotton warehouse may be necessary for litigation.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER See Below, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Retain GDA-C-23 Cotton Inspection Form and supporting Form 10, Examiner's Report and Form 14, Report of Deficiency, in the active files until all bales of cotton have been accounted for by blacking out numbers on Form GDA-C-23. When all numbers have been blacked out of C-23, place folder in the inactive files. Cut off the inactive files at the end of each FY; hold in current files area 1 year; then, transfer to State Records Center; then, hold 4 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>Ellis D. Sikus</i>		10-10-72			
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<i>Ellis D. Sikus</i>		10-10-72
	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved				
	State Auditor/Designee		<i>William M. Dixon</i>		11-17-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved				
	Secretary of State/Designee		<i>Carroll Day</i>		11-17-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved				
	Attorney General/Designee		<i>Robert J. Shedd</i>		11-22-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved				

STATE RECORDS
COMMITTEE